VERSION DESCRIPTION DOCUMENT

FOR THE

NASA PERSONNEL/PAYROLL SYSTEM

Software Release

8.8.4

PrISMS Contract

Date: 06/27/03

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, Alabama   35812

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.8.4**

Prepared by

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

06/27/03

**VERSION DESCRIPTION DOCUMENT
FOR THE
NASA PERSONNEL/PAYROLL SYSTEM
SOFTWARE RELEASE 8.8.4**

Approved by

	06/27/03
Marisa Wofford	Date
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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, AL

06/27/03

TABLE OF CONTENTS

APPENDICES

1.   INTRODUCTION

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

1.1   IDENTIFICATION OF THE RELEASE

System Name – NPPS

Release Number – Software Release **8.8.4**

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

1.2   PURPOSE OF THE RELEASE

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

1.3   SCOPE OF THE RELEASE

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release **8.8.4**, including the following:

- Changes implemented since the last release

- References to other documents affected by this release

- Changes to application files and data formats

- Detailed software installation procedures

- Validation procedures to ensure the reliability of the software changes.

1.4   CONTACT POINTS

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

       Telephone: (256) 544-5516

       E-Mail: billy.graham@msfc.nasa.gov

       FAX: (256) 544-1836

2.   FUNCTIONAL INFORMATION

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1   FUNCTIONAL CHANGES

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

2.2   FUNCTIONAL INTERFACES

Not Applicable

2.3   CRITICAL ISSUES

Not Applicable

2.4   AFFECTED DOCUMENTS

The following document will be affected by this release:

> The WebTADS IDA has been changed. This document is controlled by the WebTADS group and will be published by them in a separate effort.
>
> NPPS System/Software Requirements Specification (SRS)

The modified pages of this document will be distributed under separate cover.

2.5   APPLICATION SYSTEM ADMINISTRATION

Not Applicable

3.   TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

3.1   TECHNICAL SYSTEM INTERFACES

Not Applicable

3.2   DATA DICTIONARY CHANGES

The data dictionary changes are detailed in Appendix D, Installation Instructions.

3.3   SOFTWARE OBJECT CHANGES

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4   DATABASE ADMINISTRATION

The specific database administration activities for NPPS 8.8.4 are detailed in Appendix D, Installation Instructions.

3.4.1 Release Dataset Names

The datasets for Software Release 8.8.4 are included in the Introduction of Appendix D, Installation Instructions.

3.4.2 Inventory of Objects

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

3.4.3 Storage Considerations

Not Applicable

3. 4.4 Installation Procedures

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

3.5 OPERATIONAL PREPARATION

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
VDD	Version Description Document
WebTADs	Web-based Time and Attendance System

APPENDIX B
GLOSSARY

GLOSSARY

Consolidation Center

Responsibility for processing and balancing payroll for all centers in the consolidated database.

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C

FUNCTIONAL CHANGE VALIDATION PROCEDURES

VALIDATION PROCEDURES
SOFTWARE RELEASE 8.8.4
PERSONNEL & PAYROLL

1. **20030045**

   A. **Purpose**: To modify MASSAWD for display of 100 or more awards.

   B. **Test Procedure**: Suspend and "mature" over 100 award actions for a payblock.

   C. **Validation**: Access the MASSAWD screen and verify the matured awards are all displayed as expected.

2. **20030050**

   A. **Purpose**: To modify Reports 200, 409, and ACCTBRK TSP Catch-Up reporting requirements.

   B. **Test Procedure**: Select test employees for which TSP Catch-Up amount (TSP screen) is greater than zero.

   1) Process TSP Catch-Up Adjustments (Types 88, 29, and 86) through TSPADJ for each employee.

   2) Give each employee a valid time card through TAEDIT.

   3) Terminate one of the test employees through PERACT and MATURE.

   4) Schedule and run Payroll Products (CA00004) via BJS Processes.

   5) Schedule and run Final Pay Reports (CA00005) via BJS Processes.

   6) Print SF1150 Record of Leave Data (Report 409).

   7) Schedule and run MER Report 200 (CA00200) via BJS Reports for the test employees.

   8) Print the MER Report 200 for each test employee.

   C. **Validation**:

   1) Access ACCTBRK and verify screen 2 (of three) reflects TSP Catch-Up data included with TSP data.

   2) Verify Report 409 reflects YTD TSP Catch-Up for the terminated employee.

   3) Verify Report 200 reflects TSP Catch-Up data (apart from TSP) on pages 1 and 5 and that the data matches that on TSP, TSPADJ, and TRANSIN for TSP Catch-Up.

3. **20030051**

   A. **Purpose**: To update the WebTADS / NPPS interface file with thirteen (13) new fields as specified in the NPPS SRS, Appendix N.

   B. **Test Procedure**: Submit the WebTADS / NPPS interface batch job from TSO, specifying centers as necessary

   C. **Validation**: Verify the output dataset meets specifications defined in the updated SRS, Appendix N.

4. **20030053**

   A. **Purpose**: To modify Employee Express State Tax transaction processing for State Tax "exempt" changes.

   B. **Test Procedure**: Select test employees meeting the following criteria:

   - Case 1 - Valid State Tax Code, valid State Tax Marital Status, at least one State Tax Exemption, and State Tax Exempt from W/H = blank;

   - Case 2 - Valid State Tax Code, valid State Tax Marital Status, at least one State Tax Exemption, and State Tax Exempt from W/H = "E;" and

   - Case 3 - Valid State Tax Code, a blank State Tax Marital Status, at least one State Tax Exemption, and State Tax Exempt from W/H = "E."

   - Setup EE State Tax Transactions (Type 0042) for each, respectively:

     Case 1 – Change Marital Status to "X" and Exemptions to zero

     Case 2 – Change Marital Status to "X" and Exemptions to one

     Case 3 – Change Marital Status to "X" and Exemptions to one

   1) Schedule and run Express Transaction (CAEE001) via BJS Processes.

   2) Verify transactions via SACT.

   3) Schedule and run Payroll Batch Mature (CA00001) via BJS Processes.

   C. **Validation**:

   1) Verify the EE FTAX transactions are in Payroll Suspense:

      (a) Case 1 – FTAX reflects no change to Marital Status, Exemptions and Additional Amounts will be zero, and Exempt from W/H will equal "E;"

      (b) Case 2 - FTAX reflects no change to Marital Status, Exemptions and Additional Amounts will be as input, and Exempt from W/H will equal blank; and

(c) Case 3 - FTAX reflects Marital Status = blank, Exemptions and Additional Amounts will be as input, and Exempt from W/H will equal blank.

   2) Verify the transaction for Case 3 does not mature due to its invalid (blank) Marital Status.

5. **20030054**

   A. **Purpose**: To modify Employee Express web-based Leave & Earnings Statements for display of Wage Grade Shift Hours.

   B. **Test Procedure**:

   1) Select Wage Grade test employees working shifts 2 and 3.

   2) Process time cards for each employee (via TAEDIT). Ensure shift hours and leave are input.

   3) Schedule and run Leave & Earnings Statements Generation (NA00555) via BJS Reports.

   4) Schedule and run L & E Through Employee Express (CAEE006) via BJS Processes.

   C. **Validation**: Verify the outgoing L & E dataset (from job CAEE006) to Employee Express includes all input shift hours for each test employee.

6. **20030055**

   A. **Purpose**: To modify MASSAWD display of Personnel awards.

   B. **Test Procedure**:

   1) Suspend and "mature" a Personnel award action, using an Effective Date = the first day of the Current Pay Period.

   2) Suspend and "mature" a second Personnel award action for the same test employee for a *later Effective Date in same Pay Period*, using the same NOAC, Award Type, and Award Amount as the first award action.

   3) Access the MASSAWD screen for the appropriate Payblock and verify that both awards are displayed as expected.

   4) Delete the first award from Personnel Suspense (via PERACT), using Function = "D."

   5) Access the MASSAWD screen for the appropriate Payblock and verify that both awards are still displayed as expected.

   6) Suspense and "mature" a Cancellation Action (NOAC 001), using the same data (Effective Date, Award Type, Award Amount) as the first award.

   C. **Validation**: Verify the MASSAWD screen reflects the second award and does not display the "canceled" award.

7. **20030058**

    A. **Purpose**: To modify SACT display of TSP Catch-Up transactions from Employee Express.

    B. **Test Procedure**:

        1) Set up Employee Express TSP Catch-Up transactions (EE transaction types 0074 and 0075).

        2) Schedule and run Express Transaction File (CAEE001) via BJS Processes.

    C. **Validation**: Verify the TSP Catch-Up transactions (0074 and 0075) are identified on the SACT screen as "TSPCU" rather than "TSP."

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NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.8.4
JUNE 2003

The purpose of this release is to implement the changes allocated to software release 8.8.4 described below.

SOFTWARE RELEASE 8.8.4

RC 1620s IMPLEMENTED

CCR	Description
20030050	TSP CU Additional Changes
20030051	WebTADS Update
20030058	Show TSPCU on the SACT Screen

***** RECORD COUNT = 03

DR 1620s IMPLEMENTED

CCR	Description
20030045	MASSAWD Screen Won't Process over 100 Records
20030053	State Tax Exempt through Employee Express
20030054	Problem with Wage Shift Hours on Web L&E
20030055	All Awards Not Showing on the MASSAWD Screen

***** RECORD COUNT = 04

APPENDIX D
INSTALLATION INSTRUCTIONS

NASA PERSONNEL PAYROLL SYSTEM
RELEASE DESCRIPTION
SOFTWARE RELEASE 8.8.4
June 2003

Introduction

Release Date – June 27, 2003

Release Inventory:

Dataset Names:

The following dataset is located on the transient storage DASD volumes under the following dataset name:

- MSMOV.NPPS.PROD.R884.R0603.SRC

Physical media:
      VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

      Telephone: (256) 544-5516
      E-Mail: billy.graham@msfc.nasa.gov
      Fax: (256) 544-1836

Installation Sequence
The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

 1.0 Backup Existing Data
 2.0 Copy Source/Object Code
 3.0 Pre-Predict Data Conversion
 4.0 Install Predict
 5.0 Install Data Glossary
 6.0 Catalog Source Code
 7.0 Post-Predict Data Conversion
 8.0 JCL/BJS/Xerox Modifications
 9.0 Special Instructions
10.0 Installation Checklist

1.0 BACKUP EXISTING DATA

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

2.0 COPY SOURCE

2.1 Copy Source Modules

When installing software release 8.8.4, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R884.R0603.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type

Global Data Areas	0
Copycode	0
Maps	2
Helproutines	0
Subroutines	0
Subprograms	1
Local/Param Data Areas	0
Programs	8
Text	0
Process	0
Miscellaneous Objects	0

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Total Programming Objects	11
Total Views Unloaded	11
Total Objects Read	0
Total Object Unloaded	11

2.2   List of Source Code Modifications

Not applicable

2.3   List of Source Code Additions

The following is a list of all modules that were created for the software release 8.8.4.

MODULE	Description
EEB001	Incoming Employee Express
EEB006	L&E on the Web
NAB200B	MER Report 200 page 1
NAB200E	MER Report 200 page 5
NAB409	SF1150 Record of Leave Data
NAB5223	WebTADS Interface of Emp Data
NAF200B1	MER Report 200 page 1
NAF200E	MER Report 200 page 5
NAO1620	Suspended Actions Screen (SACT)
NAO1750	Mass Award Screen (MASSAWD)
NAO4950	Display Accting Information (ACCTBRK)

RELEASE PROGRAMS (NEW) ==> 11

2.4   List of Source Code Deletions

Not applicable

3.0   PRE-PREDICT DATA CONVERSION

Not applicable

4.0   INSTALL PREDICT

4.1   Data Dictionary Changes

Not applicable

4.1.1   Inventory of Objects

Not applicable

4.1.2   Storage Considerations

Not applicable

4.1.3   Physical File Changes

Not applicable

5.0   INSTALL DATA GLOSSARY

Not applicable

6.0   CATALOG SOURCE CODE

When installing software release 8.8.4, run a batch job to catalog (CATALL) all
modules in the NPPS or other named library. It is not necessary to catalog the
Global Data Area. The Batch standard parameters should be used for the
compile.

After objects are compiled, the NPPS application will run under the On-line
standard parameters.

7.0   POST-PREDICT DATA CONVERSION

Not applicable

8.0   JCL/BJS/Xerox MODIFICATIONS

JCL/BJS

 WebTADS JCL Record lengths for the employee records and trailer will change from 300 bytes to 600 bytes.

Xerox

Not applicable

9.0   SPECIAL INSTRUCTIONS

9.1   Update NPPS Release Number

The following process will update the NPPS software numbers:
1.   Execute program TOOLVRSN from the Natural Command line.
2.   When installing software release 8.8.4, enter "8.8.4" for software version number.
3.   Press ENTER; a confirmation message displays.
4.   Press PF3 to exit the program.

10.0   INSTALLATION CHECKLIST

1.0   Back Up Existing Data
2.0   Copy Source
6.0   Catalog Source Code
8.0   JCL/BJS/Xerox Modifications
9.0   Special Instructions